



I. Introduction

As the lead agency for the City's Community Development Block Grant (CDBG) program, the City of Hopewell's Department of Neighborhood Assistance and Planning formerly known as the Department of Development is responsible for preparing the Annual Action Plan. The *2013 Annual Action Plan* describes how the City of Hopewell intends to utilize \$208,694 of Community Development Block Grant (CDBG) funds for the 2013 program year, beginning July 1, 2013 and ending June 30, 2014. In adopting this Action Plan the Hopewell City Council has attempted to meet a broad range of needs as established in the Consolidated Plan 2010-2015. These needs are in the areas of: Community Development- Infrastructure, Housing Rehabilitation, Homeless, Families & Individuals and Non-Homeless Needs.

The City is grateful for all those who participated in the development of the 2013 Action Plan. Partners include, but are not limited to, the following:

- Hopewell Citizens
- Hopewell City Council
- CDBG Committee
- City Manager
- Local and regional non-profit organizations
- Hopewell Recreation & Parks Department

II. Background

The U.S. Department of Housing and Urban Development requires cities and counties to complete a Consolidated Plan to receive funds for the CDBG program. The Consolidated Plan is completed in five year intervals, and updated thereafter. The *City of Hopewell's Consolidated Plan* for 2010–2015 was completed and approved by HUD in 2010. The Plan adopted a broad range of goals and objectives to address priority needs related to housing and community development, homelessness, homeownership, and youth services. The following is a list of the five (5) major components that are featured in the 2010-2015 Consolidated Plan:

1. A housing market analysis;
2. An assessment of housing, homelessness, community development, and other related needs;
3. A description of the priority needs selected by the City;
4. A strategic plan to address priority needs;
5. An explanation of how the City of Hopewell will work with its partners in the public, private, and nonprofit sectors to carry out the Strategic Plan;



This Action Plan will describe the projects and activities planned for the upcoming program year. The *2013 Annual Action Plan* is the fourth plan covered by the Consolidated Plan for 2010-2015.

III. Action Plan Elements

In accordance with HUD requirements, the *2013 Annual Action Plan* includes the following components:

- Standard Form 424 (SF-424). See Part Three: Standard Forms;
- A description of the resources (Federal, State, local, and private) that are reasonably expected to be available to address the priority needs and specific objectives identified in the *City of Hopewell Consolidated Plan*;
- A description of the activities that the City of Hopewell will undertake during the coming year to address the priority needs and objectives identified in *the City of Hopewell Consolidated Plan*;
- An estimate of the number and type of families that will benefit from the proposed activities, the specific local objective and priority needs;
- A target date for completion;
- A description of the geographic areas of the City (including areas of low and moderate income concentration) in which the Department of Neighborhood Assistance and Planning will provide assistance in the coming program year, along with the rationale for the priorities for allocating investments geographically within the City;
- Activities that the Department of Neighborhood Assistance and Planning will take during the coming program year to:
 1. Address emergency shelter and transitional housing needs of homeless individuals and families;
 2. Prevent low-income individuals and families from becoming homeless;
 3. To help the homeless make the transition from transitional housing to permanent housing and independent living;
 4. Address needs of persons who are not homeless.
- Actions proposed for the coming program year to:
 1. Improve literacy in Hopewell public school students;
 2. Meet the needs of the underserved;
 3. Foster and maintain affordable housing;
 4. Remove barriers to affordable housing;
 5. Evaluate and reduce lead paint hazards;



6. Reduce the number of poverty- level families;
 7. Develop institutional structure;
 8. Enhance coordination between public and private housing and social service agencies;
 9. Foster public housing improvements and resident activities;
- Required certifications;
 - Specific CDBG narratives.

IV. Citizen Participation

In developing the Action Plan the City began with a mass mailing of invitations to local and regional non-profit organizations, Community Housing Development Corporations (CHDO's), Communities of Faith, and other organizations, inviting them to participate in the Action Plan update process. In total, over eighty (80) invitations were mailed. An invitation for organizations to apply for CDBG dollars was also placed in the local circulating newspaper and on the City's website.

An informational webinar was scheduled for December 11, 2012. The purpose of the webinar was to introduce the Community Development Block Grant and the Consolidated Plan to participants, to discuss the 2013-2014 application, HUD requirements and federal guidelines, and to disseminate applications and provide technical assistance. The webinar had to be cancelled due to medical reasons encountered by the host. Instead the host spoke with persons interested in the CDBG program and 2013 application over the phone and through emails.

Request for Funding Application Packets were made available and received from November 26, 2012 to February 18, 2013. Individualized technical assistance was provided to several organizations.

A letter of intent was requested from all organizations planning to apply for a grant by January 14, 2013. An ad advertising the proposed budget and public hearing date was placed in a local newspaper (Hopewell News) for two consecutive weeks. The City Council appointed CDBG Committee met for several meetings to projects and to decide on a budget to propose to City Council.

The City Council held a public hearing to consider the proposed budget on June 18, 2013. The budget was approved that night. Copies of the 2013 Action Plan were made available on July 11, 2013 for review and comment for the required 30 days at the following locations:

- City of Hopewell Department of Neighborhood Assistance and Planning: 300 North Main Street, Room 321;
- Hopewell Redevelopment and Housing Authority: 350 East Poythress Street;
- Hopewell Community Center: 100 West City Point Road;



- Appomattox Regional Library: 245 East Cawson Street; and
- On the City's website www.hopewellva.gov/data/publish/article_62.shtml.

V. Objectives of 2013-2014 Action Plan

The Department of Neighborhood Assistance and Planning established several top-level strategies to meet the priority needs described in previous sections. These strategies include:

1. Provide funding to The Crisis Assistance Response Emergency Shelter (C.A.R.E.S.) and the Flagler Housing Resource Center to assist in reducing the frequency and duration of homelessness.
2. Support efforts to address the needs of special populations, especially at-risk children, battered spouses and children, the elderly and the disabled.
3. Support repair of owner occupied dwellings for families considered to be low and moderate income and very low income.
4. Provide infrastructure improvements for street, sidewalk, and flood drainage systems in low- and- moderate income neighborhoods.

Section VI of this plan will list the proposed CDBG projects for the 2013 program year totaling \$208,694.

VI. Description of Projects:

The proposed CDBG projects for the 2013 program year is as follows:

1. Provide \$2,500 to the **Boys and Girls Club of Hopewell** for the Power Hour program which increases study skills and provide a safe haven from children after school hours. The target date for completion of this activity is June 30, 2013.
2. Provide \$3,500 to **C.A.R.E.S.** to provide emergency shelter for homeless women and children. The target date for completing this activity is June 30, 2014.
3. Provide \$4,500 to **St. Joseph's Villa, Flagler Housing Resource Center-Homeless Rapid Rehousing** program to reduce incidences of homelessness and provide rapid rehousing to those at risk of homelessness. The target date for completing this activity is June 30, 2014.
4. Provide \$1,250 to the **Foster Grandparents Program** to provide mentoring, and tutoring to at-risk youth in the City's pre-school and elementary public school system. The target date for completing this activity is June 30, 2014.



5. Provide \$5,000 to **Hopewell/Prince George Healthy Families** to reduce incidences of child abuse in “at-risk” families. The target date for completing this activity is June 30, 2014.
6. Provide \$3,000 to **Hopewell Respite Care Group Program** to provide recreation, day care, education and cultural activities to the elderly and disabled. The target date for completing this activity is June 30, 2014.
7. Provide \$3,000 to the “**Rainbow Summer Enrichment Program**”- Department of Recreation and Parks. The target date for completing this activity is October 31, 2013.
8. Provide \$1,000 to the **Hopewell Youth Sports League** to provide recreational activity to boys and girls in low to moderate income households. The target date for completing this activity is May 1, 2014.
9. Provide \$2,500 to the **James House** to provide housing assistance to victims of domestic violence. The target date for completing this activity is June 30, 2014.
10. Provide \$2,957 to **Community Action Program for Reading, Inc.** to provide books and reading mentoring to elementary students in Hopewell public schools. The target date for completing this activity is June 30, 2014.
11. Provide \$20,000 to **Project:homes, Inc.**, to provide home repair to homes owned by families that are low to moderate income and very low income. The target date for completing this activity is March 30, 2014.
12. Provide \$15,000 **Rebuilding Together Tri-Cities** to repair homes owned by families that are low to moderate income and very low income. The target date for the completion of this activity is December 1, 2013.
13. Provide \$90,512 to complete the **Freeman Street Infrastructure Project**. The target date for the completion of this activity is June 30, 2014.
14. Provide \$20,000 to complete the **Blackstone Road Infrastructure Project**. The target date for the completion of this activity is June 30, 2014.
15. Provide \$13,975 in **Contingency** funds for cost overrides for infrastructure projects.
16. Provide \$20,000 for **CDBG Program Administration** to include the cost of implementing fair housing initiatives. The target date for the completion of this activity is June 30, 2014.

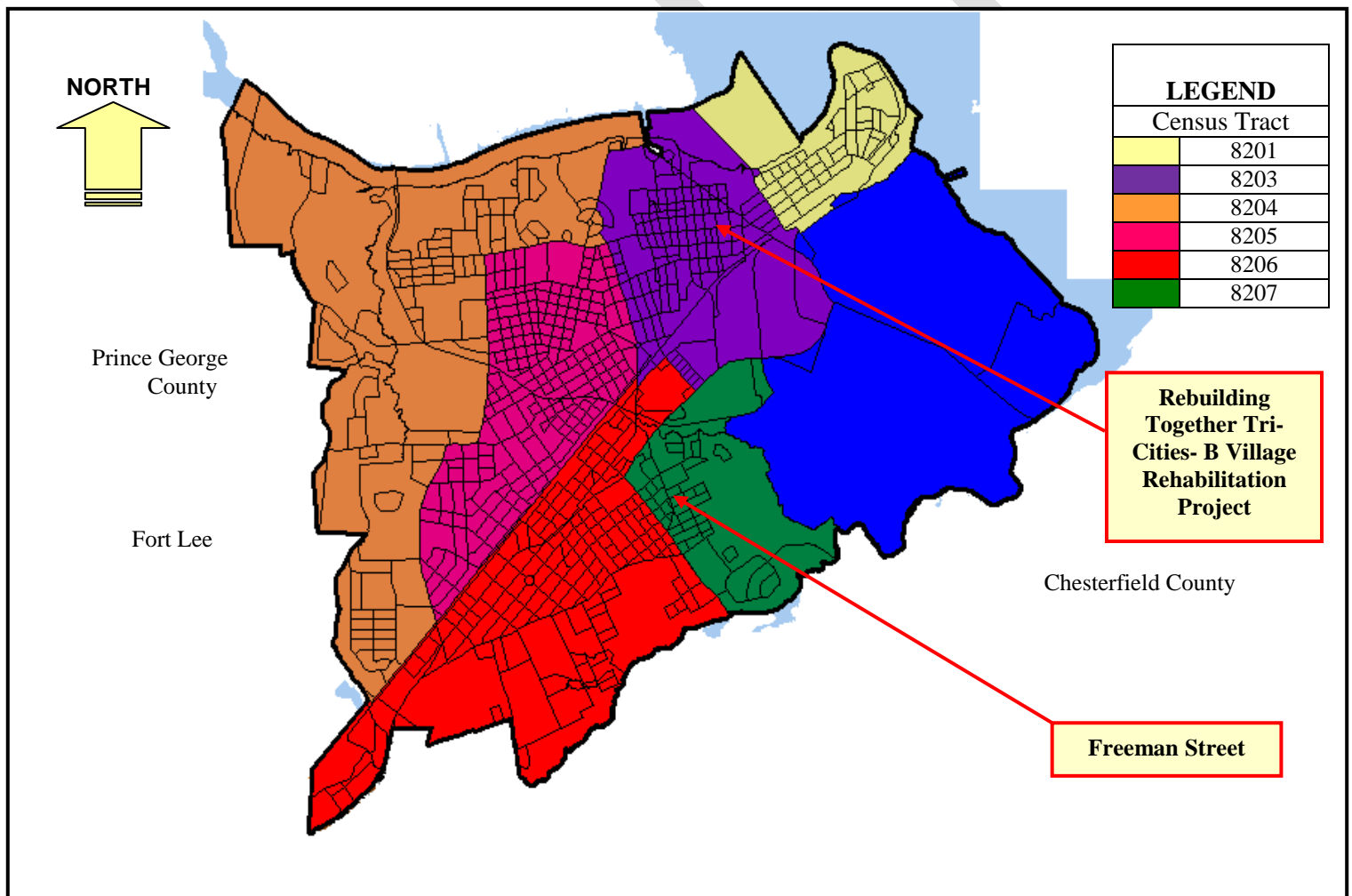


VII. Geographic Distribution and Rationale

Consolidated Plan regulations require the City to describe the geographic areas of the City (including areas of low-and- moderate-income concentration) in which it will provide assistance in the coming program year. The City must also provide its rationale for its priorities for allocating investment geographically within the City.

The City uses its allocation for low and moderate income persons living within the City or to provide funding for projects only within the HUD defined low-and-moderate income areas. Census data is used to ensure the neighborhood receiving a particular infrastructure project meets the low to moderate income requirements. The map below indicates the areas that have been identified as low and moderate income neighborhoods. Income verification applications and documentation are utilized for all other projects to determine eligibility of the beneficiaries.

Map of the City of Hopewell

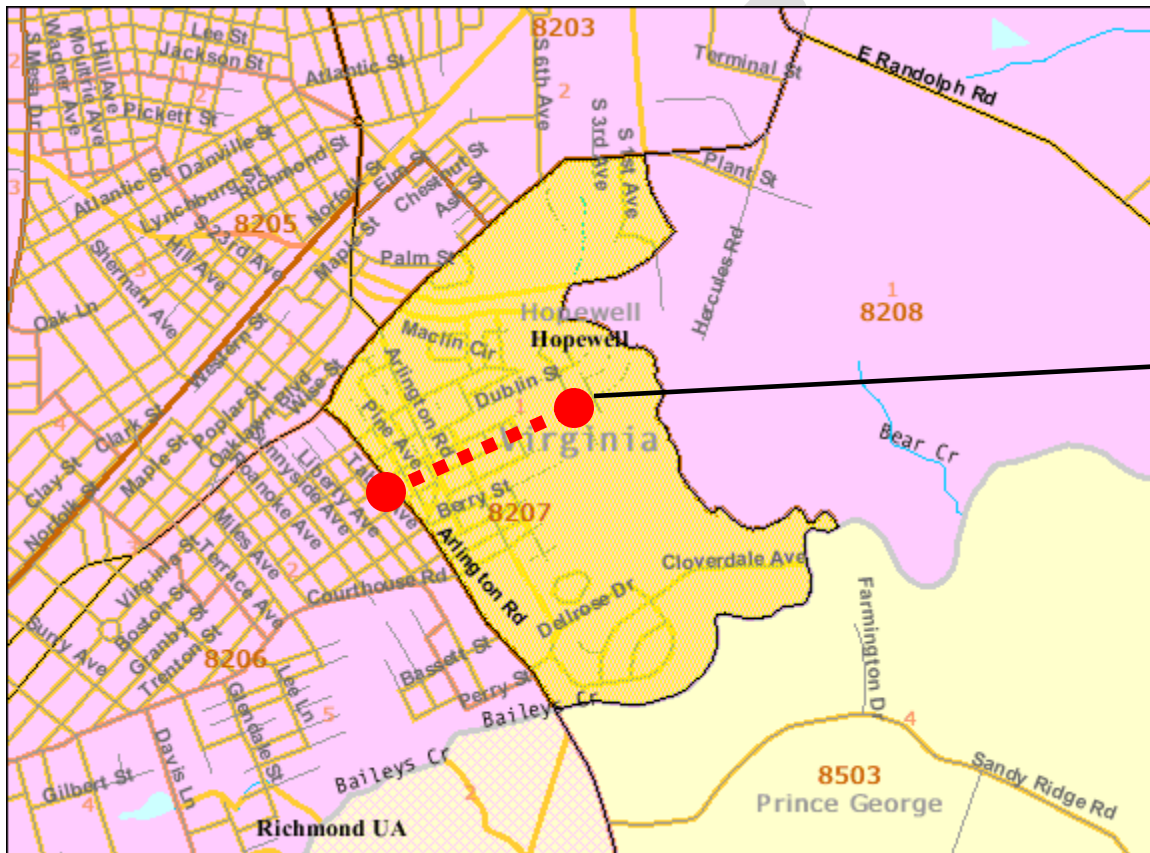


Map 1, Source: Hopewell GIS Mapping



Freeman Street is located in Census Tract 8207, Block Group 1. Based on 2000 Census data the total population of Block Group 2 is 1,173. Eight percent (8%) of the population is White, eighty four (84%) are African American, and the remaining three percent are Native Hawaiian and other Pacific Islander alone, some other race alone or two or more races. The median household income is \$22,039. Map 2 below highlights the area designated as Block Group in Census Tract 8207.

Freeman Street: Census Tract 8207, Block Group 1



Freeman
Street

Map 3, Source: U.S. Census

The total estimated cost of the Freeman Street drainage project is \$160,000. The City is recommending a budget of \$90,512. This project will be supplemented with Virginia Department of Transportation (VDOT) Revenue Sharing funds. This state program provides a match for needed road improvement projects.



VIII. Beneficiaries of the Proposed Activities

Each organization that applies for funding was asked to give projections of the number of persons, families, or units it will service in a program year. The table below shows the number of beneficiaries for the upcoming program year by organization.

FY 2013 -14 Projects	# of Clients based on requested amount
Boys and Girls Club	130 children
CARES	8 adults, 6 children
Community Action Program for Reading	3 children
Elder Homes/Project: homes	4 houses
Foster Grandparents	130 seniors, 300 children
Home Visitation Program	62 families
Rainbow Summer Program	75 children
Rebuilding Together Tri-Cities	4 houses
Respite Care Program	26 seniors
The James House under-served Populations support services	50 people
St. Joseph's Village- Flagler Housing Resource Center Homeless Rapid Rehousing	Handle phone calls, assess, provide referrals -10 clients
Youth Sports League	800 children

Table 2

IX. Strategies to Improve Communities in the City of Hopewell: FY 2012-2013

A. Helping the Homeless

Citizens utilize the services of two regional shelters located in the City of Petersburg, a neighboring jurisdiction, the Crisis Assistance Response Emergency Shelter (C.A.R.E.S.) and the Salvation Army Men's Transitional Shelter.

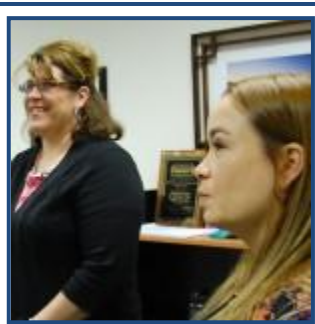
C.A.R.E.S. provides emergency shelter to homeless women and children. In addition to shelter, C.A.R.E.S. provides its clients with meals, clothing, educational and job training, life skills and counseling, service referrals, travel assistance, and childcare. It also operates a distribution center providing furniture, food, clothing, and appliances to its homeless clients and the community at large. Once at the shelter, children are able to



begin school immediately. C.A.R.E.S continues to broaden its professional staff for counseling, mentorship and referral services to better prepare the family for reentry into society. C.A.R.E.S. operates the HMIS database on site and is an active member in the Continuum of Care- VA 509. The City proposes to fund C.A.R.E.S. \$3,000. The Salvation Army Men's Transitional Shelter did not request CDBG dollars this program year.

Prevention of Homelessness- Rapid Rehousing

The Flagler Housing Resource Center will carry out homelessness prevention and rapid re-housing activities. Rapid re-housing is a service model designed to immediately return those who are losing or lost their housing back to permanent housing and shorten the length of shelter stays for families and individuals. There are clear benefits to the



Maureen Hulseley and
Claudia Perez with the
Flagler HRC

rapid re-housing model. These include: improved cost effectiveness, the ability to serve more people, increased ability to provide intensive resources to those most in needs and a decrease in the length of stay in homelessness.

To this end, funds will be used to keep clients housed or to re-house them within six (6) months of subsidy and case management. The project will positively impact the community by preventing or shortening the duration of homelessness. Flagler will receive \$4,500 in CDBG funds.

B. Helping Non- Homeless Persons/Families



Families: Preventing Child Abuse

Hopewell/Prince George Healthy Families will work to curtail the number of child abuse cases occurring within the City. According to Kids Count in Virginia, a statistical publication published by the Annie Casey

Foundation, the City of Hopewell ranked among the highest in the state for child abuse and neglect in 2000. The City will provide \$5,000 in CDBG funds to the Hopewell/Prince George Healthy Families to support their efforts within the community.

Healthy Families provides family education, counseling and referral services to promote positive parenting, to encourage health and development of the child, and to prevent child abuse and neglect. Healthy Families works in close collaboration with the John Randolph Foundation to provide the national model upon which this program is built.



All first time mothers that live in the City of Hopewell are screened and assessed using a program model that identifies risk factors for abuse and neglect. If they consent, mothers assessed 'positive' are offered an assessment for further determination for needed referrals and services. Participants are offered in-home visitations which support parents in parent-child interaction, development of the child, education on parenting skills, and stress reducers. The program is designed for children to be monitored until the age of five (5), if considered necessary.

Healthy Families also provides parenting classes. The fathers of screened families will have a Fatherhood Coordinator to interact with and conduct home visitations. The Fatherhood Program and Home-Visitation is designed to encourage self sufficiency, empowerment, provide a safe environment, safety for children, parent-child interaction, produce children ready to enter school, and encourage fathers to be involved with their children. The Healthy Families model has been empirically demonstrated to effectively reduce juvenile delinquency over time and to reduce child abuse and the staggering costs associated with the maltreatment of children. There have been no cases of child abuse among families enrolled in the Healthy Families program since its establishment in the City.



Domestic Violence Prevention, Awareness and Counseling

Sexual and domestic violence affects us all; one in three girls and one in five boys will experience some form of sexual abuse before the age of 18. Domestic violence is the leading cause of injury to women in the United States today. This program will provide client-centered, mission driven, and culturally relevant counseling to persons and

families that have experienced or witnessed domestic violence. The Intervention/Prevention program will help people that have been victimized create outcomes that address life-satisfaction, hope and optimism, empowerment and understanding of issues associated with domestic or sexual violence. The James House will receive \$2,500 in CDBG funds to carry out this much needed service.

Children in Low-to-Moderate Income Families

By providing CDBG funds to the Rainbow Summer Enrichment Program, the Youth Sports League, the Boys and Girls Club, and Big Brothers Big Sisters the City of Hopewell will continue to help financially disadvantaged youth enjoy educational, recreational and cultural programs throughout the year. While all the programs are geared to help youth, each is different and provides specific objectives and strategies to improve the future of Hopewell's youth. The following paragraphs will provide an overview of each program.



The Rainbow Summer Enrichment Program includes recreational activities and enhancement of the SOL morning program offered in Hopewell schools. It supports work completed in the previous academic year and in some cases may increase understanding of concepts that will be learned in the upcoming year. The program also offers recreational activities that some children may not have access to under normal circumstances.

The program works in partnership with businesses in the community to offer free or subsidized services. Such businesses include the local bowling alley, Oaklawn Bowl, Fort Lee's Museum, Washington's School of Karate, Michael Grant's Karate, the Robert E. Lee Boy Scout Council and the Girl Scout Council. Free meals are provided through the United States Food Administration (USDA) program. The City will award the Rainbow Summer Program \$3,000 to provide recreational, cultural and educational activities for children from low and very low income children.

The Youth Sports League is sponsored by Hopewell Recreation and Parks. The league consists of baseball, softball, basketball and fall and spring soccer for kids ages 4-17 year of age. The program currently has 1,450 participants. In the past program sponsors have noticed over seventy (70) percent of the participants are from single family households and receive government assistance or their child is on free or reduced lunch through the public school system. This project will enable youth from low income families that could not pay registration cost to participate in the Sports League. Eligibility will be based on household size and income. This project received an allocation of \$1,000.

The Boys and Girls Club will be awarded \$3,000 of CDBG funds for Project Learn which provides programming in the core areas of Education & Career Development and Leadership Development. An average of 130 children ages 6 to 18 each day in Hopewell. Programs will provide children from disadvantaged circumstances with new opportunities, experiences and caring staff members who are committed to providing young people with more what they need to be successful in life.

Boys and Girls Club (BBBS) propose to improve the relationships of members with others, improve in actions toward others, improve leadership skills and develop character, integrity, leadership skills and commitment to community service for 75% of club members.

The Community Action Program for Reading (CAPR) is a new initiative that Hopewell CDBG dollars will fund this program year. CAPR will benefit Hopewell public school students from pre-kindergarten to eighth grade by providing a book each quarter. This book is provided to each child during school hours and volunteers read them during distribution. It is believed that providing the student a book of his/her own to take home and share instills in the family the importance of reading as a tool for lifelong learning. Program administrators contend that the book will provide a strong connection between home and school and aims to reiterate the parents as the first teacher.





Senior Citizens

Twenty-nine (29) percent of the City's population is comprised of persons who are fifty (50) years of age and older. This percentage will continue to grow as baby boomers are moving toward retirement and people are living longer lives than in years past. A large proportion of these seniors will be living on fixed incomes and will need assistance in areas of home repair, health needs, and nourishment (food/water). This year, three organizations applied for CDBG funds for programs designed to help Hopewell's senior community.

The Hopewell Respite Care Group Program (HRCGP) is a community service program that meets the overwhelming needs of caregivers/partners of aged, infirmed and/or individuals with disabilities that reside at home or alone, the opportunity for respite relief and support. The intention of this service is to delay or prevent premature institutionalization of frail older and/or disable adults and to aide in preventing burnout of caregivers. The Respite Care Program will receive \$3,000. The program promotes independence and positive self-esteem. Members also participate in community outreach programs such as sending cards to community members that are ill/and or grieving, stuffing bags for children involved in the Rainbow Summer Program, and assisting in judging area poetry and Christmas card contests. Members attend cultural activities such as plays, dances, and participate in health fairs and lectures. The HRCGP is the only program of this kind in the City.

The Foster Grandparent Program (FGP) is one of a national network of programs federally sponsored by the Corporation for National and Community Service. FGP pairs volunteer grandparents with children within the Crater Area Planning District to include Hopewell. The volunteers are low income seniors age 55 and over who work as mentors and tutors to special needs and at-risk children, helping them to develop into successful students, putting them on the path for independence as adults, and providing the extra attention, care and support that can change their lives. The FGP will be awarded \$1,250 to conduct the program.

C. Fostering and Maintaining Affordable Housing

The Consolidated Plan examined the provision of affordable housing, public housing, or other assisted housing needs by focusing on improving the safety and livability of the City's neighborhoods through owner-occupied residential rehabilitation for low-income and elderly persons.

As identified in the Consolidated Plan, a top priority for the City of Hopewell is to stabilize its deteriorating neighborhoods and improve the overall condition of its housing stock. The physical condition of housing affects the quality of community living including the ability to attract businesses. The City is using a comprehensive approach to fulfill these housing priorities which is outlined in the following section.



Neighborhood Revitalization

A total of thirty six (36) homes have received repairs, totaling \$224,000 to provide repairs to homes owned by low to moderate income families since

This program year **Project:homes** formally called **ElderHomes** will provide home repair to service four (4) eligible owner-occupied homes. The cost of the project is \$20,000. Repair can include, but is not limited to:

1. Roof repair/replacement
2. Plumbing repairs
3. Structural repairs where hazards exist (i.e. ceiling, walls, floors, stairs, etc.)
4. Repair/replacement of heating and air conditioning systems
5. Locks and household security
6. Exterior repairs
7. Remove Slum/Blight

Persons that are interested in receiving home repairs are placed on a waiting list. Their income and homeownership status is evaluated along with other criteria to determine if they are eligible for the program. The initial evaluation is conducted by the City and the final intake process is handled by Project:homes. The participants for this year have not been finalized.

Rebuilding Together Tri-Cities will continue to provide housing rehabilitation for owner occupied housing in the City. Rebuilding's received CDBG dollars for the first time last year. Clients and residents were pleased with their work and the sense of community Rebuilding day brought. Their efforts will once again be concentrated in the B Village subdivision. A total of \$15,000 will be allocated to Rebuilding Together this program year.

The B Village subdivision "proper" is bound by the Appomattox River to the north, Norfolk & Western Railroad to the south, Main Street to the east, and North 6th Avenue to the west (See original plat located in the Appendix). The B Village was chosen as the target area for several reasons. First, it has been designated by the Hopewell City Council as a neighborhood with a deteriorating housing stock. In fact, the neighborhood is a part of the rental inspection community; just one of two designated by City Council. This year the City's Code Enforcement office will begin a three year cycle inspection of rental units to ensure they meet building code standards.

Second, the housing stock in the B Village is one of the oldest in the City. Constructed for factory workers for the DuPont guncotton plant that located in Hopewell in 1913, the housing stock in the B Village is in much need of repair. It seemed productive to work on owner occupied housing in the B Village while landlords would be working on rental units. The entire community would benefit from these housing improvements.



The location of the B Village also makes it an excellent choice to concentrate housing rehabilitation efforts. Located blocks away from the City's historic downtown where public and private investment has increased, it is the City's hope that this reinvestment will help to improve housing conditions in the B Village.

Rebuilding Together Tri-Cities is dedicated to The Department of Neighborhood Assistance and Planning and Rebuilding Together collaborated to determine the exact boundaries of this project. The B Village subdivision includes over five hundred housing units. Four blocks within the community have been designated as the Phase 1 Target Area.

D. Infrastructure Improvements within the HUD designated Low/Moderate Income Area

The Freeman Street project is to correct drainage issues by providing curb and gutter and piping in the public right-of-way. The total cost of this project is \$160,000. Freeman Street is located parallel to Trenton Street, a project that was funded last year. The City has concentrated infrastructure work in this neighborhood for several years and the impact has been substantial. New homes have appeared along the streets with curb and gutter and drainage improvements. Staff anticipates the median household income in this community has also increased since 2000. This will be determined when 2010 Census data is available on the block level.

E. Overcome Impediments to Fair Housing Choice

An Analysis of Impediments to Fair Housing Study (AI) was complete in April 2010 by Bay Area Economics.

The AI examines policies and practices that may limit the ability of Hopewell residents to choose housing in an environment free from discrimination. Its purpose was to identify potential fair housing issues and impediments and to recommend remedies to these practices. The City partnered with the cities of Petersburg and Colonial Heights to host a fair housing seminar for employees and professionals that work in the housing profession. The City also sponsored fair housing classes facilitated by Virginia Supportive Housing. The City will work this coming year to implement the recommendations to further fair housing recognized in the AI.

Based on the analysis performed, the AI identified the most significant impediments to fair housing choice in Hopewell. Impediments can be caused by actions rooted in government policies and decision-making, or they can have root causes in actions by individuals or the ways that the housing market works. The analysis divided impediments by public sector and private sector activity. The tables below summarize the identified impediments, and recommended responses the City can make to reduce impediments.



Public Sector Impediments and Recommended City Actions

Public Sector Impediment	Recommendations that Address Impediment
<i>Public Sector Activity: Redevelopment Activities and Zoning</i>	
<ul style="list-style-type: none">• There is likely to be more redevelopment activity in the City in the future.• Redevelopment activity could diminish fair housing choice if it leads to loss of housing affordable to lower income residents.• New housing development provides opportunity to further fair housing choice through design, education and marketing.	<ol style="list-style-type: none">1. Focus fair housing and education activities on areas experiencing new development.2. Encourage a “visitability” standard in new construction.3. Consider opportunities to incent or require enhanced accessibility in new construction.4. Avoid or address displacement in future redevelopment.
<i>Public Sector Activity: Job Center Accessibility</i>	
<ul style="list-style-type: none">• 17 percent of renter households have no vehicle available to them.• Although van service for seniors is available, no public bus service currently exists in Hopewell.	<ol style="list-style-type: none">5. Consider job accessibility in actions related to job attraction, new affordable housing, and public transportation investments.
<i>Public Sector Activity: Hopewell Housing and Redevelopment Authority (HRHA) Activities</i>	
<ul style="list-style-type: none">• Special needs applicants are given priority for public housing and Housing Choice Voucher waiting lists.• HRHA has updated its reasonable accommodations policy for public housing, but limited units are available for in one building designated for elderly and disabled residents, and disabled voucher holders often need modifications to private market units.	<ol style="list-style-type: none">6. Consider a modification fund for Housing Choice Voucher holders.

**Private Sector Impediments and Recommended City Actions**

Private Sector Impediment	Recommendations that Address Impediment
<i>Private Sector Activity: Marketing of Rental Housing</i>	
<ul style="list-style-type: none">There appears to be a lack of awareness about the needs of disabled tenants in Hopewell, given the dearth of accessible units advertised and the results of rental testing.	7. Focus fair housing education on the needs of disabled persons.

Steps the City has taken to Overcome Barriers

Since the AI was published in 2010 the City has addressed one of the major possible impediments to job center accessibility. The AI noted that seventeen percent (17%) of renters in the City do not have access to private transportation (individual/family automobile) and that at the City had no public bus service. In 2011 the City partnered with the City of Petersburg to provide bus service through the Petersburg Area Transit System. The bus service has thirty-one stops in Hopewell along major corridors in the City and in neighborhoods with a high percentage of renters and low income residents. The transit system also extends to Petersburg, areas in Prince George County (Route 460) and Fort Lee.

F. Evaluating and Reducing Lead-Based Paint Hazards

HUD regulations require that the Action Plan examine lead-based paint hazards and develop a strategy for reducing these hazards. This year ElderHomes will work to rehabilitate six owner occupied homes in the City. Three of these six homes were built prior to 1978 and will require the City to follow the Residential Lead Based Paint Hazard Reduction Act of 1992.

The City has 7,988 dwelling units constructed prior to 1980 (82% of all dwellings). Houses constructed after 1980 generally do not contain lead-based paint. It could be assumed that all low-and-moderate income homes within the City contain at least some lead paint. This would equate to an estimated 2,400 units with lead base paint. Not all units with lead-based paint pose lead paint hazards. Lead paint presents a health hazard primarily to children under the age of seven and then mainly when lead paint is not in good condition, i.e. chipped, peeling. The city has not conducted a comprehensive testing for lead hazards in residential properties so it therefore impossible to estimate the number of lead base paint hazards. However, all contractors on CDBG related projects are required to have lead safety training certifications when working on projects that required housing rehabilitation, demolition, etc.

Hopewell's entire rental market is potentially Section 8. Rentals are inspected before entry into the Section 8 program and all exposed surfaces must be in tact (no peeling/chipped paint). Written information is shared with landlords and participants



both landlords and participants must initial a form verifying that they have been made aware.

The Hopewell Redevelopment and Housing Authority ensure that lead-based hazards are eliminated in public housing. The entire public housing inventory has been tested per HUD requirements. Based on these results all lead based paint was either abated or encapsulated. This involved an expensive and expansive process that was completed in the mid- 1990's.

The City will also continue to collaborate with the Health Department and the Hopewell Redevelopment and Housing Authority to dispense information to at-risk residents warning them of the hazards posed by housing-related lead-based paint, especially for low-income families and children. Unfortunately, free lead based testing for children is no longer offered in the City of Hopewell. Funding from the Center of Disease Control (CDC) for Lead Paint programs has drastically declined, forcing cutbacks in the services provided in the health district. Funding shortages has resulted in free lead- base testing for children being offered only in the City of Petersburg because of the City's high concentration of elevated lead levels (venous blood level greater than 10 micrograms per deciliter). In the City of Hopewell, it is now the responsibility of the primary care physician to test for and educate a patient and family about the dangers of lead paint exposure.

The Hopewell Health Department is part of the larger Crater Health District, composed of five (5) neighboring health departments: Dinwiddie, Greensville/Emporia, Prince George, Surry, and Petersburg (headquarters). In some instances case management services are provided by the Petersburg Health Department (headquarters of Crater Health District) for children with elevated lead levels as reported by their primary care physician. Through the Lead Track Report, a statewide tracking database for lead paint exposure, the Petersburg headquarters learns of lead paint cases in Hopewell and may have a nurse visit the child and family to educate them on the dangers of lead base paint for children ages (5) and up. Children under the age of five (5) are eligible for services through *Women, Infants, and Children* (WIC).

The Housing Authority continues to ensure that lead-based hazards are eliminated in public housing. The entire public housing inventory has been tested per HUD requirements. Based on these results all lead based paint was either abated or encapsulated. This involved an expensive and expansive process that was completed in the mid- 1990's. Hopewell's entire rental market is potentially Section 8. Rentals are inspected before entry into the program and all exposed surfaces must be in tact (no peeling/chipped paint). Written information is shared with landlords and participants both landlords and participants must initial a form verifying that they have been made aware.



G. Reducing the Number of Poverty Level Facilities

HUD regulations require that the Consolidated Plan contain an “Anti-Poverty Strategy.” Each Annual Action Plan must also describe the City’s proposed actions for the coming program year to reduce the number of poverty level families. Hopewell’s strategy is to promote services and activities that support and enhance the quality of life in the community. The Department of Neighborhood Assistance and Planning coordinates with the Hopewell Redevelopment and Housing Authority and Hopewell Social Services who provide referrals for financial assistance and for emergency housing for those threatened with homelessness.

The City through CDBG funds supports several programs that promote individual and family self-sufficiency. For example, CDBG funds the Rainbow Summer Program, the Boys and Girls Club, and The Flagler Housing Center. These services provide emergency rent and/or utility payments, and limited childcare. Funding of these projects and activities helps to support the City’s efforts to move low-income persons to economic self-sufficiency and reduce the number of families in poverty.

H. Developing Institutional Structure

The Department of Neighborhood Assistance and Planning continues to be responsible for the planning and implementation of the City’s housing, economic and community development strategies. Since 2007 the composition of the Department has changed dramatically. The Engineering Staff once within the Department of Neighborhood Assistance and Planning was relocated to the Department of Public Works. The offices of the engineering staff have not changed so they continue to easily accessible for consultation for infrastructure projects.

The Department of Neighborhood Assistance and Planning has a Director of Development, a City Planner, Zoning Officer, an administrative assistant, and GIS Coordinator. In July 2007 the City hired a Grants Coordinator. Unfortunately, this person was terminated in September 2007. Therefore, the City Planner is responsible for the CDBG program among other planning and zoning duties

The City Planner works to ensure collaboration, coordination, and communication with public and nonprofit sectors to improve the City’s communities with the use of the Community Development Block Grant. Communication with private entities in relation to rehabilitation and revitalization is a function of the City Administration. After talks and a contract have been executed on this level, the CDBG can be included as a supplement to private funding.

The City Planner works closely with the Director of Development, the City’s Finance Director, City Attorney and the City Engineer to ensure all aspects of the CDBG program.



The Finance Director is authorized to approve IDIS draw-downs after the City Planner has verified that criterion has been met concerning low and moderate income ratios and documentation of payment.

The City Attorney is utilized primarily during the drafting of sub-recipient agreements. The Attorney reviews all agreements and approves them to form and legal sufficiency.

The City Planner works closely with the City Engineer in the administration and financial aspects of infrastructure improvement and street improvement projects that utilize CDBG funds. In instances when the City Engineer receives citizen or intergovernmental requests for improvements the requests are forwarded to the City Planner for verification of CDBG status. The City Engineer facilitates community meetings to inform residents of upcoming infrastructure projects.

The Department of Neighborhood Assistance and Planning will continue to coordinate activities among departmental employees and other City staff when needed to properly implement CDBG programs.

I. Public Housing and Resident Initiative

As required by the Quality Housing and Work Responsibility Act of 1998, the Department of Neighborhood Assistance and Planning is coordinating the *City of Hopewell's Consolidated Plan* and the *2013 Action Plan* with the Hopewell Redevelopment and Housing Authority (HRHA).

HRHA provides housing services to nearly 800 low-income families through Section 8 housing assistance and low-income public housing. The Authority owns and administers approximately 496 units of public housing and administers approximately 345 Section 8 Housing Choice vouchers/certificates.

The City of Hopewell will continue working with HRHA to continue to provide safe, decent and sanitary housing to low-income residents and to implement educational, empowerment, and homeownership initiatives. These are the goals and objectives in the Authority's strategic plan, which are consistent with the goals and objectives of City of Hopewell's Consolidated Plan.

J. Other Assisted Housing

The Department of Neighborhood Assistance and Planning continues its partnership with the Housing Authority to provide shelter, disseminate information and provide assisted housing alternatives to this population. Additionally, there are two (2) full-service nursing homes in Hopewell: Hopewell Health Care Center and the John Randolph Nursing Home. The Department of Social Services provides supportive services referrals and the Department of Recreation and Parks provides transportation and social activities in an effort to improve the quality of life for these City's residents. The Department of Neighborhood Assistance and Planning consults with all of these agencies as part of its consolidated planning process.



K. Enhance Coordination between Public and Private Housing and Social Services Agencies

The Annual Action Plan must also describe the City's proposed actions for the coming program year to enhance coordination between public and private housing and social services agencies. In the Consolidated Plan's strategic plan, the Department of Neighborhood Assistance and Planning examined gaps in the institutional structure and developed actions specifically to enhance communication and coordination. The following are actions between public and private housing and social service agencies:

1. Begin informational meetings with the Director of City's Social Services Department to help coordinate efforts within the community.
2. As staffing and funding allow, continue to work with the City's Public Information Officer to communicate and market housing and community-development opportunities via the City Currents, a quarterly newsletter designed to keep citizens, business partners, and other community stakeholders informed and involved.
3. Provide other information pieces and outreach to the press concerning housing and community development issues.
4. Work with other organizations to provide educational seminars on issues such as lead-based paint hazards, historic tax credit programs, and redeveloping targeted or blighted neighborhoods to create and maintain home ownership opportunities.

L. Overcome Barriers to Affordable Housing

The Annual Action Plan must also describe the City's proposed actions for the coming program year to overcome barriers to affordable housing. Data presented in the recent Fair Housing Impediment Study conducted by Bay Area Economics indicates that housing is affordable in the City. The study examined the cost of homes within the City and rent payments against that of the median income of households. The Study showed that mortgages and rent payments are affordable for residents of the City. Moreover, the Study indicated that housing in the City is more affordable than that of several neighboring jurisdictions. In fact according to the HUD Affordability Calculator, Shortage Rate of Units Affordable to Very Low Income Renters Households, the City's affordable rate is lower than the national.

With this knowledge, the City will concentrate its efforts into providing education, counseling and mentoring classes in budgeting, credit worthiness and first time homeownership through the Virginia Supportive Financial Foundations program. This program will be funded through Administration.

While mortgages may be affordable to some, reserving funds for home repairs for those on a fixed income such as the elderly and others that may be low income may not be attainable. To help these persons the City will provide emergency home repairs through ElderHomes.



M. Consolidated Plan Objectives & Implementation

The tables on the next pages show the City's Consolidated Plan objectives and the projected number of units to be served each year during the Consolidated Plan timeline. It also shows the number of units that will be served this program year and the amount of funding for each project.

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Consolidated Plan Objectives & Implementation								
Type of Project	Projected Number of Units to be Served							
	2010	2011	2012	2013	2014	5 Year Total Target	2013 Action Plan	2013 CDBG Funding
Owner Occupied Housing Needs								
Assist in making repairs to owner occupied homes of LMI persons	10	10	10	10	10	50	8	\$35,000
Code Enforcement	0	10	4	10	5	30	0	\$0
Homeownership purchase activities	0	2	0	2	0	4	0	\$0
Renter Occupied Housing Needs								
Rehabilitation: Improve the condition of rental units for LMI households	0	0	5	0	5	10	0	\$0
Homelessness Needs								
Provide emergency housing to individuals and families (men, women, and children) and administrative costs to shelters. Fund support service initiatives	25	25	25	25	25	100	18	\$8,000
Emergency Utility Payments	0	40	40	40	40	160	10	\$4,500
Public Human Services								
Employment Services	0	10	10	10	10	0	0	\$0
Health Services	0	0	15	20	20	55	0	\$0
Crime Prevention/Awareness	0	5	5	5	5	20	0	\$0
Substance Abuse Services	0	0	5	5	5	15	0	\$0
Seniors	35	35	35	35	35	140	153	\$4,250
Youth Services (to include recreation, education/tutoring)	2,385	2,000	2,000	2,000	2,000	8,385	1,008	\$9,457



Consolidated Plan Objectives & Implementation Table continued								
Type of Project	Projected Number of Units to be Served							
	2010	2011	2012	2013	2014	5 Year Total Project	2013 Action Plan	2013 CDBG Funding
Public Facility Needs*								
Streets/Sidewalks	3	1	1	1	1	7	2	\$110,512
Parks	0	0	1	0	0	1	0	\$0
Sewer Lines/Water Lines	0	0	0	1	0	1	0	\$0
Facilities for Persons with special needs	0	0	0	0	1	0	0	\$0
Recreational Facilities (buildings) Rehabilitation of existing facilities in a low income community	0	1	0	0	0	1	0	\$0
Economic Development								
Economic Initiatives: Business retention and expansion	0	0	2	0	0	0	0	\$0
Support Enterprise Zone Activities	0	0	1	1	1	0	0	\$0
Support revitalization of HUD designated low to moderate income Downtown through rehabilitation and streetscape improvements	1	1	0	0	0	1	0	\$0
Micro enterprise/develop diverse economic opportunities	0	0	0	0	2	0	0	\$0
Administration								
Salary, Fair Housing , Office Equipment/Supplies/ Training	1	1	1	1	1	1	1	\$20,000

Table 3, Source: 2010-2011 City of Hopewell Consolidated Plan

*Only the top five (5) priorities have been listed in the Consolidated Plan Priority Table.



N. Performance Measurement System

The United States Department of Housing & Urban Development (HUD) has developed a performance measurement system to be utilized by all localities receiving CPD funds. This system will enable HUD to collect information on the outcomes of activities funded with Community Planning and Development (CPD) formula grant assistance, and to aggregate that information at the national, state and local level. The outcome performance measurement system has three overarching objectives: (1) Creating Suitable Living Environments, (2) Providing Decent Affordable Housing. And (3) Creating Economic Opportunities. There are also three outcomes under each objective: (1) viability/Accessibility, (2) Affordability, and (3) sustainability. The program is set up that the three objectives, each having three possible outcomes, will produce nine possible outcome/objective statements within which to categorize grant activities.

All activities funded by City of Hopewell CDBG funds must meet at least one of these objectives and outcomes. HUD has offered a definition and example for each objective and outcome.

Objectives

Suitable Living Environment:

In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Decent Affordable Housing:

The activities that typically would be found under this objective are designed to cover the wide range of housing possible under HOME, CDBG, HOPWA or ESG. This objective focused on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured above under Suitable Living Environment).

Creating Economic Opportunities:

This objective applies to the type of activities related to economic development, commercial revitalization, or job creation.

Outcomes

The outcomes are defined as follows:

Availability/Accessibility:

This outcome category applies to activities that make service, infrastructure, housing, or shelter available or accessible to low-and-moderate income people, including persons with disabilities. In this category accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low-and -moderate income people.



Affordability:

This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and-moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation and day care.

Sustainability/Promoting Livable or Viable Communities:

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and-moderate income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

The projects for this program year all meet the performance measurement objectives. It is also anticipated that all activities will meet one or more of the performance measurement objectives. Each activity's objective(s) and proposed outcome(s) are provided in the table below.

Name of Project	Objectives			Outcomes		
	Suitable Living Environment	Decent Affordable Housing	Creating Economic Opportunities	Availability & Accessibility	Affordability	Sustainability: Promoting Livable or Viable Communities
C.A.R.E.S.	X			X	X	
Community Action Program for Reading	X			X		X
Hopewell/Prince George Healthy Families	X			X		
Foster Grandparents	X			X	X	
Hopewell Respite Care Program	X			X	X	
The James House	X			X		
Rainbow Summer Program	X			X		
The Youth Sports League	X			X	X	
The Boys and Girls Club	X			X		X
Flagler Housing Center	X				X	
Project:homes	X	X			X	X
Rebuilding Together Tri-Cities	X	X				X
Freeman Street Improvement Project	X			X		X
Blackstone Road	X			X		X



Table 4

O. Housing and Community Development Resources

The CDBG entitlement amount for FY 13 for the City of Hopewell is \$208,694. Funds will provide decent housing, establish and maintain a suitable living environment especially for low- and- moderate income persons.

P. Funding Sources

Entitlement Grant (includes reallocated funds)	
Program	Amount
CDBG	\$ 208,694
CDBG Program Income	\$ 0
Total	\$ 208,694
HOME	\$ 0
HOME Program Income	\$ 0
Total	\$ 0
Total Funding Sources	\$ 208,694

The Department of Neighborhood Assistance and Planning will not receive program income from prior years (not previously programmed or reported), nor does it anticipate any reprogramming of prior year funds. Current funding levels continue to be insufficient to solve the many problems faced by low-

income citizens.

The City of Hopewell anticipates that the following Federal, State, local, and private resources will remain available over the 5-year planning period to address priority strategies:

Federal Resources

Funds from HUD and any other Federal sources are available to address the Consolidated Plan's priority needs, such as grants and other revenues that may be available to provide funding to the City of Hopewell or other organizations within the City.

- a. Section 108 Loan Guarantee (Section 108): Through Section 108, HUD guarantees notes issued by units of general local government. These funds finance economic revitalization and development activities that include housing and rehabilitation of privately owned buildings for residential purposes; expansion of for-profit businesses; financing and rehabilitation of low-income and public housing; acquisition, construction, or rehabilitation of neighborhood and community facilities; site improvement on community-owned land leased to a developer for a commercial or industrial development project; site development; purchase of land or buildings for economic development; and infrastructure development that includes street reconstruction and/or sewer system repairs.



- b. Community Services Block Grant (CSBG): This program can fund activities to implement anti-poverty activities such as housing counseling, emergency assistance and other supportive services.
- c. Brownfields Economic Development Initiative (BEDI) Grants: BEDI grants target Economic Development Initiative funds to brownfields projects. BEDI grants are made to local governments for use in supporting brownfield redevelopment activities and projects financed in whole or in part with Section 108 Loan Guarantees.
- d. Economic Development Initiative (EDI): The Economic Development Initiative provides grants to be used in tandem with Section 108 guaranteed loans for economic revitalization projects. These grants will enhance the viability of such projects (through interest rate subsidies and debt service/operating reserves) and increase the likelihood that the Section 108 loans can be repaid from project revenue.
- e. Federal Historic Preservation Tax Incentives: Federal Historic Preservation Tax Incentives are available for buildings listed in the *National Register of Historic Places* or located in certain historic districts that are substantially rehabilitated for income-producing purposes according to standards set by the Secretary of the Interior.
- f. New Markets Tax Credit: This credit is expected to spur the investment of \$15 billion in new private capital into new markets. By making an investment in an eligible "Community Development Entity" (CDE), individual and corporate investors can receive a tax credit worth more than 30 percent of the amount invested over the life of the credit. Eligible CDEs include for-profit community-development financial institutions, for-profit subsidiaries of community development corporations, the U.S. Small Business Administration, licensed New Markets Venture Capital companies, and specialized small business investment companies.
- g. Public Works and Development Facilities Program: Grants are provided to help distressed communities attract new industries, encourage business expansion, diversify local economies, and generate long-term, private-sector jobs. Projects funded include water and sewer facilities primarily serving industry and commerce, access roads to industrial parks or sites, port improvements, and business incubator facilities. A proposed project must be located within or provide a substantial direct benefit to an area in severe economic distress, that is, one that is experiencing high unemployment, low per capita income, or sudden economic changes such as those caused by a military base closure.
- h. Technology Opportunity Program: This program provides matching grants to nonprofit organizations such as schools, libraries, hospitals, public safety entities, and State and local governments. Grant fund projects that improve the quality of, and the public's access to, education, healthcare, public safety, and other community-based services. The grants are used to purchase computer equipment



and software, train staff and users, and provide connections to the Internet. Funds also support evaluation and dissemination of project findings.

- i. Home Repair Loan Program (Section 504): The Home Repair Loan Program is available to low-income and elderly people who prefer to stay in their current homes, though they cannot afford repairs.
- j. Housing Preservation Grant Program: This program also makes available funds to repair housing. Non-profits receive grants and they in turn make funds available to homeowners that cannot afford to make needed repairs.
- k. Head Start/Early Head Start: This program awards grants to local public and private nonprofit and for-profit agencies for comprehensive child development services for children and families. Intended primarily for low-income families, the program fosters the development of children and enables them to deal more effectively with both their present environment and later responsibilities in school and community life.

Local Public Resources

Local funds have also been used to address the Consolidated Plan's priority needs.

City of Hopewell General Funds: These funds support organizations that provide housing and/or supportive services to area residents including low-income families and persons. The City of Hopewell provides approximately \$1,000,000 annually to local outside agencies from general fund resources. Several organizations receive these funds:

- John Randolph Foundation
- Historic Hopewell Foundation
- Southside Virginia Legal Aid Services
- District 19 Mental Health
- Appomattox Regional Library
- Tim Reid Scholarship Foundation
- Hooray for Hopewell
- Health Department
- Arts & Humanities Grant – HHF
- John Tyler Community College
- Richard Bland College
- Tax-Relief Elderly
- Virginia Historical Society
- Regional Med Flight



- Two for Life- DMV
- State/Local Hospitalization
- South Centre Corridors
- Petersburg Symphony
- Virginia State University

Private Resources

Funds from private sources are also available to address the Consolidated Plan's priority needs from partners such as private lenders, nonprofit organizations, and citizens.

The John Randolph Foundation is a private organization that provides grants to other non-profit organizations within the community that focus on a broad range of issues such as safe housing, access to health care, enrichment programs for "at risk" youth, equipment for fire and emergency services, senior health programs and many other diverse community initiatives. Grants awarded for program year 05-06 had not been announced at the time of this publication. However, in past years the Foundation has given to the following organizations:

- Big Brothers/ Big Sisters Inc.
- Boys & Girls Clubs of Hopewell
- Central Virginia Health Services
- Southside Programs for Adult Continuing Education
- Tri-Cities Habitat for Humanity
- Hopewell Prince George Healthy Families
- The Salvation Army

Community Reinvestment Act Programs: These special programs promoted by local financial institutions are designed to assist low and moderate-income buyers and/or target low and moderate-income neighborhoods.

United Way: The United Way provides funding to local social services organizations, many of which are involved in housing or supportive services.

Private Contributions: Many nonprofit organizations rely heavily on private contributions. In addition to cash, contributions may include donated labor and materials.



R. Monitoring

The Department of Neighborhood Assistance and Planning undertakes grant monitoring to ensure the success of Consolidated Plan and Annual Action Plan projects and activities. This section describes how the Department of Neighborhood Assistance and Planning monitors all projects funded by the Community Development Block Grant (CDBG) program.

As the lead agency for the City of Hopewell, the Department of Neighborhood Assistance and Planning is continually honing its standards and procedures to monitor the performance and effectiveness. The City Planner monitors all CDBG sub-recipient contracts.

Q. The Project Monitoring Process

All CDBG projects are assigned to the Housing & Grants Coordinator who monitors and reports on the progress of each project. When the Department of Neighborhood Assistance and Planning awards a grant, the City Planner develops monitoring schedule for each sub-recipient that includes the following items:

- Desk monitoring
- Quarterly performance reports

These are combined to provide a clear and timely picture of each sub-recipient's progress.

Monitoring of the Department of Neighborhood Assistance and Planning's sub-recipient partners is not just a regulatory process or a fact-finding mission. Rather, it involves effective communication and cooperative, problem-solving relationships between the department and its sub-recipients. Project monitoring involves:

1. Service and support, not command and control: The goal of the Department of Development is to create a leadership style focused on providing service and management support.
2. Continuous improvement: The Department of Neighborhood Assistance and Planning views monitoring as an opportunity to provide ongoing technical assistance and support to help its sub-recipient partners reach their goals, reach Consolidated Plan goals, and improve service.
3. Improved communication: Open and consistent communication is vital for the Department's sub-recipient partners to understand what must be achieved through service and support to the community as well as meeting the following primary goals:



- Ensure consistency with primary objective—not less than 70 percent of CDBG funds used during the program year must be for activities that benefit low- and moderate-income persons.
 - Ensure each activity meets the criteria for one or more of the three broad national objectives.
 - Comply with all other regulatory eligibility requirements for each activity.
 - Comply with the Consolidated Plan regulations regarding displacement.
 - Comply with all other applicable laws and program requirements.
 - Ensure production and accountability.
 - Evaluate organizational and project performance.
4. Success through:
- Pre-award screening, risk assessment, and orientation.
 - Strong written agreements.
 - Performance standards and program objectives.
 - Defined monitoring visits for each sub-recipient partner: quarterly, semi-annually, and/or annually.



Certifications

Listed below are 11 separate certifications that the Department of Neighborhood Assistance and Planning must include in the Annual Action Plan. Part Three – Application and Certifications of this plan contain the certifications listed below.

1. Affirmatively Further Fair Housing
2. Anti-displacement and Relocation Plan
3. Drug-free Workplace
4. Anti-lobbying
5. Authority of Jurisdiction
6. Consistency with Plan
7. Section 3 of the Housing and Urban Development Act of 1968
8. Community Development Block Grant Certifications (multiple)
9. HOME Program Certifications (not applicable, since the City does not receive these funds)
10. Emergency Shelter Grant Certifications (not applicable, since the City does not receive these funds)
11. Housing Opportunities for Persons with AIDS Certifications (not applicable, since the City does not receive these funds)

Citizen Participation and Community Development Plan certifications are included in the CDBG certification requirements. The acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, are included in the Anti-displacement and Relocation Plan certification.

Certifications

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any



impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan – The City of Hopewell will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implement regulations at 49 CFR 24; and the City has in effect and is following a residential displacement and relocation assistance plan required under Section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace – The City of Hopewell will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee



on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out



**City of Hopewell
Action**

Plan

2013 Annual

the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Acting City Manager
Title



Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available;
2. Overall Benefit. The aggregate use of CDBG funds including Section 108 Guaranteed Loans during program year(s) 2011, 2012, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.



The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with the requirements of 24 CFR §570.608.

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification



This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)



**City of Hopewell
Action**

Plan

2013 Annual

City of Hopewell
300 N. Main Street
Hopewell, VA 23860

Check x if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantee's attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).